

ATTACHMENT E

PROPOSAL EVALUATION CRITERIA (for Competitive Solicitation Only)

WIC Program Fiscal Year 2004 Electronic Benefit Transfer (EBT) Funding Evaluation Criteria

Proposal Format

State agencies applying for FY 2004 EBT funding must address the criteria listed below. These documents will be reviewed and scored by the FNS evaluation panel to select projects. A paragraph or two for each of the items should provide sufficient information to adequately describe the project.

- I. National significance of the project. **45 points**
 - A. Plans for electronic system solutions that enhance or expand the functional capability of overall benefit delivery for the WIC program. **(7 points)**
 - B. Plans to facilitate the development of WIC EBT national standards for benefit delivery and transaction processing. **(8 points)**
 - C. Plans for an electronic system solution evaluation. Evaluation plans must specify what aspects of the project will be evaluated including project costs and the viability of sustaining statewide EBT operations within your NSA grant. Evaluation plans must clearly describe the evaluation methodology to be used including variables and outcome measures and should discuss how the proposed evaluation addresses the key components of the national EBT evaluation model tool. **(15 points)**
 - D. Plans to collect base line cost data to quantify WIC program paper cost vs. WIC EBT cost, or, for state agencies requesting funds for conversion from off-line to on-line systems, cost data in support of this approach. **(15 points)**
- II. Current Status **20 points**
 - A. EBT activities and progress to date, i.e., feasibility studies, meetings with retailers, etc. **(5 points)**
 - B. Detailed timeline for the project, showing key milestones and go/no-go decision points. Decision points must include the criteria to be used to make the go/no-go decision, and must be reported to FNS in the quarterly progress report, and during project conference calls. The timeline should include clear definitions of the developmental phase and the operational phase. Plans to revert to a paper benefit issuance process at a critical decision point must be accompanied by a timeline. **(5 points)**
 - C. Status of MIS, description of system, age, assessment of MIS capabilities to support current operations, and assessed capability to interface with proposed EBT systems. **(10 points)**

ATTACHMENT E

III. Budget Plan

35 points

For each of the following items, applicants should provide a breakdown of direct labor costs with supporting information by individual item as well as other costs directly or indirectly related to the EBT system implementation, including but not limited to, supplies, printing, travel, equipment, interface modifications, and estimates of any cost that may be incurred to revert to a paper benefit issuance system or to convert to an on-line system. A narrative should be provided to support costs as reasonable and necessary to the project goals (for example, staff salaries should identify each position title and as necessary, brief description of duties. List annual salary of each position, percentage of time and number of months devoted to the project i.e., administrative director: \$30,000/year x 25% x 8.5 months; calculation: $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312$). The narrative should be commensurate with funds provided to similar projects. Once funds are awarded, State agencies will be using the EBT Cumulative Cost Report (see Attachment G) to report project costs. Applicants may want to submit their budget using the same line items specified in this report in order to be consistent with future reporting requirements.

(Note: No funds will be released until a satisfactory budget is in place.)

- A. Overall detailed project budget including detailed cost estimates by line item and cost allocation plans. Budgets must include the amount and source of WIC funds and other costs already received, committed (via contract), and/or expended. **(20 points)**
- B. Funds needed annually for the duration of the project, from all sources. **(5 points)**
- C. Funding commitments from other sources, demonstrated by letter of commitment (LOC) or memorandum of understanding (MOU) from other agencies or entities. **(10 points)**

(Note: If labor costs for WIC staff are to be charged to these grants, the State agency must keep time records. Also, labor costs charged to these grants cannot also be charged to the WIC NSA grant.)